

## WHPC Website – What’s On Calendar entry

1. Go to the What’s on page on the WHPC website

<https://www.westhoathly.gov.uk/local-events.html>

2. Click on “add item”

The screenshot shows the West Hoathly Parish Council website. The top navigation bar includes the council logo and a search box. A teal sidebar on the left contains a menu with items like 'Home', 'About The Council', 'Planning', 'Community', 'What's On', 'Defibrillator', 'Halls for Hire', 'West Hoathly Heritage Trail', 'West Hoathly Parish Guide', 'The Chronicle', 'Gallery', 'Directory', 'Useful Links', 'A-Z of Services', 'News', 'FAQs', and 'Site Map'. At the bottom of the sidebar, it shows 'Statistics' with '17,387 page views over twelve months, updated daily.' The main content area is titled 'Home » Local Council Events Calendar' and 'What's On'. It contains a paragraph explaining the calendar's purpose and a calendar for January 2021. The 'Add Item' button is circled in red. Below the calendar, it says 'Sorry, no results found for your search.' and there is an 'iCal' link.

3. Complete the form, ensuring that the mandatory fields are completed

The screenshot shows the 'Add Item' form on the West Hoathly Parish Council website. The form is titled 'Edit Item' and includes the following fields and options:

- Event Name\*:** A text input field.
- Date & Time\*:** A date picker set to 14th January 2021 and a time picker set to 11:07.
- Picture:** A file upload section with a 'Browse...' button, 'No file selected.' text, an 'Alternative Text...' field, and a 'Max Filesize 32M' limit.
- or from Library:** A section with a 'Choose Image' button and a 'Clear' button.
- Description\*:** A large text area with a rich text editor toolbar.
- Venue\*:** A text input field.
- Contact\*:** A text input field.
- Documents:** A section with a 'Choose Documents' button and a 'Clear' button.
- Tags:** A text input field.
- Link to Page:** A section with a 'Choose Page' button, a 'Clear' button, and a 'Go' button.
- or External Website:** A section with a 'https://' prefix, a text input field, and a 'Go' button.
- Your Name\*:** A text input field.
- Your Email\*:** A text input field.

At the bottom of the form are 'Save' and 'Cancel' buttons. A legend at the bottom left indicates '\* Required field.'

4. Click Save
5. The entries are moderated. Please allow 2-3 days for us to respond.
6. As moderation is a manual process, it would be helpful if you could email [Claire.Hilton@westhoathly.gov.uk](mailto:Claire.Hilton@westhoathly.gov.uk) to let us know that you have submitted a request. Please also use this email if your post does not appear after 2-3 days.